

# **Contingency Contracting Training**

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**Access Online  
Instructions for  
Accessing the  
Web-Based  
Training**

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***Agile Contracting Support...Anytime...  
Anywhere***



# Click on Register a new account (highlighted in yellow)

AccessOnline WBT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://wbt.access.usbank.com/> Go Links

Press SPACEBAR or ENTER to activate and use this control

**usbank**  
Five Star Service Guaranteed

login

Access® Online Web-Based Training [Go to Accessible WBT](#)

### Lesson and Certification Login (Why register?)

Please enter your user name (e-mail address):

Please enter your personal password:


Please enter the WBT password:

 [Go](#)

[Register a new account](#) [Forget your password?](#)

### Lesson Only Login

Please enter the WBT password:

 [Go](#)





# Enter requested information in the registration block - to include the Organization's Short Name - Army

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Back Forward Stop Home Search Favorites

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## Registration

Please type your personal information in each field. Type your first and last name as you want them to display on your completion certificate. Your e-mail address will be your user name for the final exam. Select an authentication question from the drop-down list and type an answer that will be easy for you to remember. You can use the authentication question to access the final exam if you forget your password. Click Register when you are done.

First Name:

Last Name:

E-mail Address:

Password:

Re-enter Password:

Organization Short Name:

Please choose your authentication question:

Please choose your authentication question:

Please type your answer:

Please choose your user type:

Choose User Type





# Enter your email address, the password you created and the WBT password provided (cardholders - atlanta, billing officials - peach

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Back Forward Stop Home Search Favorites Refresh Print Mail Stop

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### Lesson and Certification Login (Why register?)

Please enter your user name (e-mail address):

Please enter your personal password:

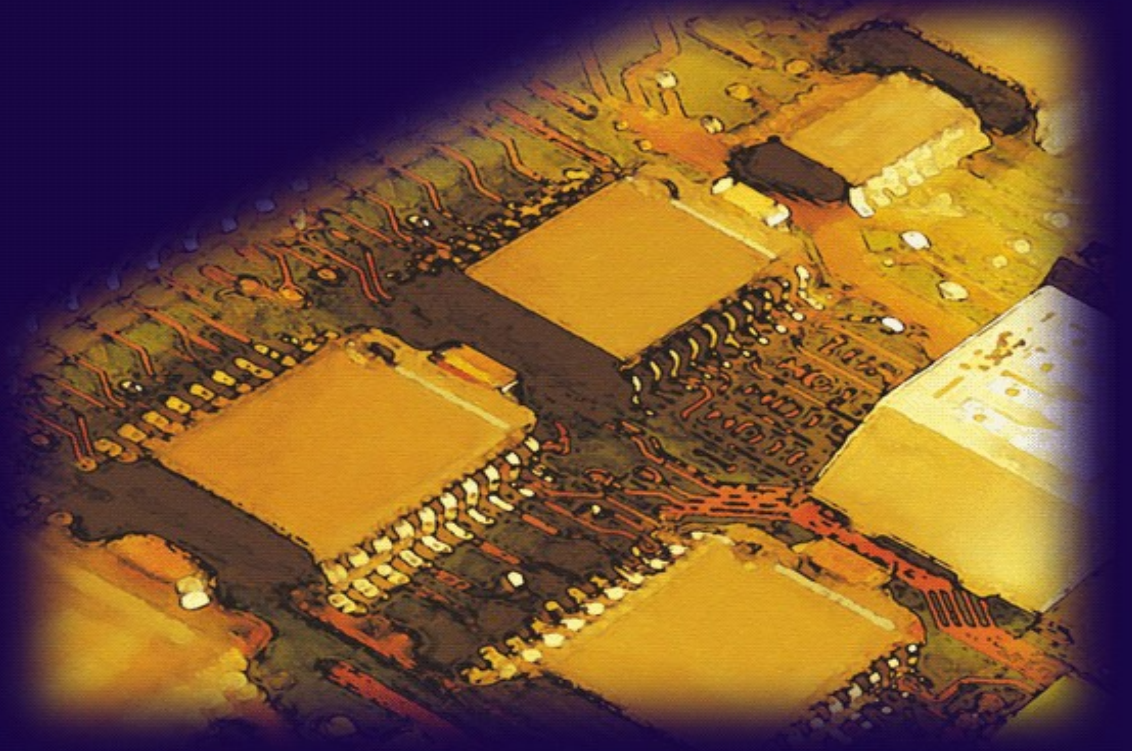
Please enter the WBT password:

 [Go](#)

[Register a new account](#) [Forget your password?](#)

### Lesson Only Login

Please enter the WBT password:

 [Go](#)

Done Internet





# Click on - Go to the lesson modules

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Back Forward Stop Reload Home Search Favorites RSS Mail Print Taskbar Links

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- [Go to the lesson modules](#)
- [Go to the certification exam](#)
- [Print certificate](#)
- [Update personal information \*New!\*](#)

Roll your mouse over link to get more information about a task.

A detailed, close-up image of a microchip or integrated circuit, showing its intricate internal structure and gold-colored components.



# Click on - Go to lessons (Your lessons will default to lessons required for your role)

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Back Forward Stop Reload Home Search Favorites

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lessons / [main menu](#) / [login](#)

Access@ Online Web-Based Training

<input type="checkbox"/> Online Registration	<input checked="" type="checkbox"/> Managing Account Setup and Maintenance <i>Updated!</i>	<input checked="" type="checkbox"/> My Personal Information
<input checked="" type="checkbox"/> Navigation Basics	<input checked="" type="checkbox"/> Cardholder Account Setup and Maintenance <i>Updated!</i>	<input checked="" type="checkbox"/> Account Profiles <i>Updated!</i>
<input checked="" type="checkbox"/> Reporting	<input checked="" type="checkbox"/> Accounting Code Structures	<input checked="" type="checkbox"/> Data Exchange
<input checked="" type="checkbox"/> Shared Reporting	<input checked="" type="checkbox"/> Accounting Validation Controls	
<input checked="" type="checkbox"/> Managing and Card Account Lists	<input checked="" type="checkbox"/> Order Management Setup	
<input checked="" type="checkbox"/> Transaction Management <i>Updated!</i>	<input checked="" type="checkbox"/> Order Management <i>Updated!</i>	
<input type="checkbox"/> Transaction Approval Process (DOT Only)	<input type="checkbox"/> Travel Expense Management	
<input checked="" type="checkbox"/> Account Approval Process	<input checked="" type="checkbox"/> Viewing Statements	

To create a unique training experience, please select the lesson checkboxes that pertain to your Access Online functions. We have selected the most common lessons.

Go to lessons

**Announcements**

We updated the Cardholder Account Setup lesson, user guide and quick reference and the Managing Account Setup lesson, user guide and quick reference to reflect the new comments feature.

We also updated the Account Profile lesson, user guide, simulation and quick reference.

Done Internet



# Select and review each lesson highlighted at the top of the page

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File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Address Bar Go Links

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Welcome / [lessons](#) / [main menu](#) / [login](#)

select a lesson → 1 2 3 4 5

Access® Online Web-Based Training | [User Guides](#) | [Simulations](#) | [How to Use WBT](#)

Navigation Basics

**Welcome to Access® Online Web-Based Training!**

After you complete this training, whether you are a cardholder or a program administrator, you will be able to jump in and start using Access Online.

To learn how to use this training, click the **How to use WBT** link above. The lessons in the lesson menu correspond to the lessons you selected on the previous screen.

To begin a lesson right away, click the lesson number.

**2006 CIO Magazine's Enterprise Value Award Winner**

U.S. Bank's Access Online system

Quick Navigation :

**Access Online**

**CIO**  
14th Annual  
CIO Enterprise Value Award  
Winner

Done Internet



**After you have reviewed the lessons - Return to the main menu and go to the certification exam. Once you pass, print your certificate and**

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Back Forward Stop Home Search Favorites

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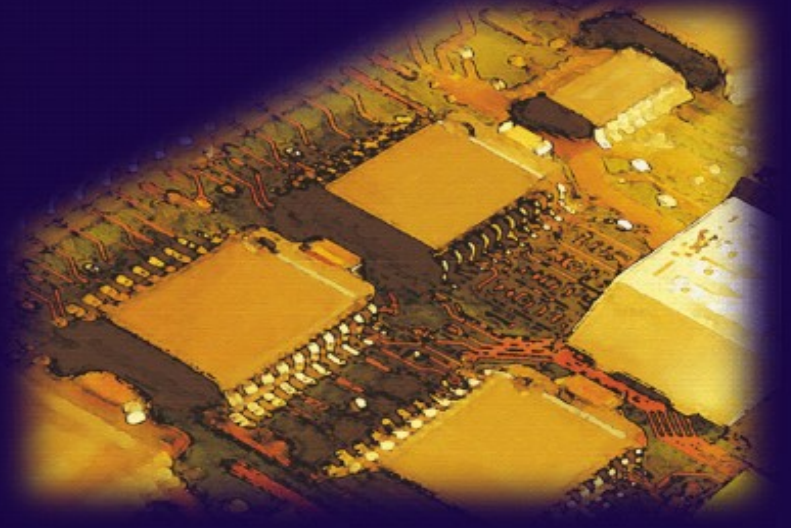
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main menu / [login](#)

Access® Online Web-Based Training

- ▶ Go to the lesson modules
- ▶ Go to the certification exam
- ▶ Print certificate
- ▶ Update personal information *New!*

Roll your mouse over link to get more information about a task.



Done Internet





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Anywhere***